



STATE OF WASHINGTON
**BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

Board Staff (360) 664-1575
Fax (360) 664-2551

P.O. BOX 9025 (Correspondence) • P.O. BOX 9048 (Remittance)
OLYMPIA, WASHINGTON 98507

Dear Licensee:

Congratulations on becoming licensed as a professional engineer or professional land surveyor in Washington. Your initial license will reach you in approximately two weeks from your confirmation date. The number assigned to you will be on the lower portion of the form you receive.

License Renewal:

When received please take note of the date of expiration. On or before that date you are required to submit the necessary renewal fee to this office or your license will become invalid. A courtesy reminder is mailed approximately twelve weeks prior to the expiration date. However, even if you do not receive the notice, it remains **your responsibility** to renew your license before it expires.

In the event your license is not renewed within 90 days following the date of expiration, you will be assessed a penalty fee equivalent to one years renewal in addition to the amount required for renewal. Therefore, if a renewal for two years is \$100, the penalty will be \$50, for a total of \$150 for reinstatement.

Wall Certificate:

You will receive a wall certificate illustrating your registration in about 2 months. Please be aware that we will send it to the address of this notice unless we receive a written change of address notice from you. Duplicate or replacement wall certificates are available for a fee of \$25.00.

Professional Seal:

On the reverse of this page you will find information on the form and use of your professional seal. *Please take note that your seal should be under your control at all times.* Violations on the use of the seal as provided in; Chapter 196-23 WAC, Chapter 196-27 WAC and Chapter 18.43 RCW, can subject you to disciplinary action by the Board.

Our staff is eager to assist you with any questions about your new responsibilities. Please feel free to call us at any time, M-F, 8am to 5pm at (360) 664-1575.

Sincerely,
Licensing Section

ENGINEER/LAND SURVEYOR SEALS



As a registered professional engineer or professional land surveyor, your attention is directed to the last paragraph of RCW 18.43.070 (*Professional Engineers Registration Act*) which states:

"...Each registrant hereunder shall upon registration obtain a seal of the design authorized by the Board, bearing the registrant's name and the legend 'registered professional engineer' or 'registered land surveyor'. Plans, specifications, plats and reports prepared by the registrant shall be signed, dated and stamped with said seal or facsimile thereof. Such signature and stamping shall constitute a certification by the registrant that the same was prepared by or under his direct supervision and that to his knowledge and belief the same was prepared in accordance with the requirements of statute. It shall be unlawful for anyone to stamp or seal any document with said seal or facsimile thereof, after the certificate of registrant named thereon has expired or been revoked, unless said certificate shall have been renewed or reissued..."

Please note that each seal/stamp is to contain the licensee's certificate number and a space to indicate the date of license expiration. Licensees may choose to imprint all or part of their date of expiration on the seal/stamp, however, said imprinting is not required. Illustrated below are acceptable examples of the date of expiration imprint:

EXPIRES 9/21/01

EXPIRES 9/21/ (*Year left blank to be completed on the document*)

EXPIRES (*Remainder left blank for completion on the document*)

Individuals licensed as both an engineer and a land surveyor must obtain one seal/stamp for each license. A seal/stamp containing both designations is not permitted. Designation of an individual's qualifying branch of engineering (*e.g. civil, mechanical, etc.*) on the seal/stamp is not permitted.

When a registrant places a seal on a document the registrant must: sign in permanent ink across the face of said seal and place the date this signature was applied immediately adjacent to said signature.

Below are facsimiles of the designs approved by the Board. They may be purchased from any seal/stamp manufacturer. If your seal/stamp manufacturer requires additional information, please have them contact the Board's office.

NOTE:

Any size is permissible
But the seal impression
Must be **fully** legible.

